

MULTIMEDIA



UNIVERSITY

STUDENT IDENTIFICATION NO

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MULTIMEDIA UNIVERSITY

FINAL EXAMINATION

TRIMESTER 1, 2016/2017

BHR 2034 – HUMAN RESOURCE MANAGEMENT

(All sections/groups)

19 October 2016
9.00 a.m.- 11.00 a.m
(2 Hours)

INSTRUCTIONS TO STUDENT

1. This question paper consists of **ONE (1)** page.
2. Answer all the questions. All questions carry equal marks and the distribution of the marks for each question is given.
3. Please write all your answers in the Answer Booklet provided.

Each question carries 25 mark. Total 100 marks.

QUESTION 1

- a. Why is HR Management important to all managers? (10 marks)
- b. Identify and explain **THREE (3)** uses of Job Analysis Information. (15 marks)

(Total 25 marks)

QUESTION 2

- a. Reengineering usually requires *redesigning* individual jobs. Describe the following concept.

- (i) Job Redesign
- (ii) Job Enlargement
- (iii) Job Rotation
- (iv) Job Enrichment (10 marks)

- b. List **TWO (2)** main outside sources used by organization for recruiting candidates. Define and discuss the two main outside sources of candidates that you have identified. (15 marks)

(Total 25 marks)

QUESTION 3

- a. In a brief essay, explain and discuss how can employers protect themselves against negligent hiring? (10 marks)
- b. List and explain **THREE (3)** main errors that can undermine an interview's usefulness. (15 marks)

(Total 25 marks)

QUESTION 4

- a. Highlight and discuss **FOUR (4)** importance of performance appraisal. (10 marks)
- b. Identify and explain the **THREE (3)** bases of dismissal of employees. (15 marks)

(Total 25 marks)

End of Page